

Hearings Electronic Case Processing



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HECAPS Today

- E-mail and CD based system
- Offices presently in the HECAPS pilot:
Dallas, Miami, San Antonio, Philadelphia,
New York, and Boston
- Some modifications in the program, but
the basic transmission methods remain
the same.

HECAPS Tomorrow

- Web based system,
similar to other
hearings offices and
the Federal court
system
- EFX Phase 1:
Reports of
Investigation
- EFX Phase 2: A two-
way street between
parties and AJs



Benefits of EFX



- Security: No need to encrypt and password protect a document before sending it to the AJ.
- Protection for the sender: The portal will generate a receipt that the document has been uploaded.
- Access to the history of the complaint.
- Simplicity: Documents can be uploaded in numerous formats.

Helpful HECAPS Tips: Reports of Investigation



- Documents must be in Adobe PDF format.
- Optical Character Recognition (OCR). The program recognizes the words within the scanned document. Allows word searches, and cutting and pasting from documents.
- Bookmarks: The more descriptive, the better.

More on ROIs....Page Numbering

- **The most frequent area for mistakes!**
- The numbers in the paper file must match the electronic numbers.
- Make administrative documents a separate file.
- Do not rely on numbering by file section; i.e. Affidavit B, page 9.



Helpful HECAPS Tips: Communication with the AJ

- Who is required to participate? All agency representatives, and attorney representatives for the complainant.
- All substantive communication must be by PDF attachment ONLY. Do not use the transmittal e-mail for anything other than identifying the case.
- This includes motions for continuance or for a status conference.

- One time e-mail passwords only...password should not require repeated entry when the file is saved.
- Send a single PDF file which includes exhibits. If it is too large for e-mail, send on CD or get permission from the AJ for multiple files.
- Court reporter must provide a transcript in PDF format to the AJ by e-mail or CD.

UNIVERSITY OF CALIFORNIA

E-filing Early and Often



- Provide the e-mail address of agency contact as early in the process as possible!
- Everyone benefits if pro-se complainants and non-lawyer reps participate electronically. How can the agency facilitate this?


